



---

---

**Appendix C**  
***Supporting Documentation Definitions***

**Part I: Supporting Documentation Definitions**

***Building Facility Assessment:***

General overview of the building to determine its existing condition, identify deficiencies, and develop repair and/or replacement costs including a recommended priority system. Areas to be addressed may include site, concrete, masonry, metals, wood, roof, doors and windows, finishes, conveying systems, mechanical, electrical, life safety, and handicap accessibility. The report is a working tool for evaluation of physical assets and an aid in budgeting resources to maintain or extend the useful life of the building.

***ADA Facility Assessment***

General overview of the building for compliance with current handicap accessibility requirements. Identify non-compliant items and develop costs to bring each identified item into compliance with priorities.

***Roof Survey***

General overview of the building's roof system to determine its existing condition including an evaluation of the existing structural and insulation systems. Identify deficiencies and develop costs to bring the roof into compliance with current codes.

***Building System Functional Analysis***

General overview of the building's major mechanical(HVAC), electrical, water, and waste systems to determine if all systems are operating at or near their designed capacity.

***10 Year Enrollment Data***

General overview of the district's enrollment and trends. Acceptable data sources would include: district enrollment data; town hall data; regional/state planning office data.

***Description/copy of Maintenance & Capital Improvement Plan for the Facility***

This should be copies of the district's adopted Maintenance Plan and Capital Improvement Plan that describe ongoing and future actions for the facility **or** a written description of the maintenance activities and capital improvement projects for the facility.